



CITY OF ATLANTA

Kasim Reed
Mayor

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

December 15, 2014

Dear Potential Proponents:

Re: FC-7885, New Marketing and Partnership Opportunities

Attached is one (1) copy of **Addendum Number 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact Krista A. Morrison, Esq., at (404) 865-8709 or by email at kamorrison@atlantaga.gov.

Sincerely,


Adam L. Smith

ALS/kam

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ADDENDUM NO. 1

This Addendum No. 1 forms a part of the Request for Information and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

1. Modification of language listed within the *online advertisement* as follows:
 - **(Originally Advertised)** You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Krista A. Morrison, Esq., Contracting Officer, at kamorrison@atlantaga.gov, to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.
 - **(Modified Language)** You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Krista A. Morrison, Esq., Contracting Officer, at kamorrison@atlantaga.gov, to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued.
2. Modification of language listed within **Exhibit A-Instructions to Respondents**:
 - **1.2. No Offer by City; Firm Offer by Respondents.** The paragraph shall be expanded to include the following additional language: "The City is not obligated to pursue a formal solicitation after issuance and receipt of Information Statements."
 - **1.3. Pre-Conference.** The first sentence should read: "Each Respondent is highly encouraged to attend the Pre-Proposal Conference scheduled for **Tuesday, December 16, 2014, at 11:00 A.M.**, at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303-0307."
3. Modification of language listed within **Exhibit B-Request for Information Statements**:
 - **2.0.Background.** Delete the following statement completely: "Should a Respondent's experience be inclusive of a joint venture, please outline each entity's unique experiences separately."
 - **5.0.Review of Responses.** Modify third sentence to now read: "If this occurs, Respondents that submitted Information Statements will be eligible to participate in any public procurement opportunity, along with other interested participants."
 - **5.0.Review of Responses.** Modify forth sentence to now read: "All notices for new solicitations will be advertised on the City website at www.atlantaga.gov."
 - **6.3.Modify first sentence as follows:**
(Originally Advertised) The City assumes no liability for differences in information contained in the Respondent's printed Proposal and that contained on the CDs.
(Modified Language) The City assumes no liability for differences in information contained in the Respondent's submitted Information Statements and that contained on the Respondent's submitted CDs.
4. Revised Reference Form and Submittal Checklist Forms listed within **Exhibit C-Additional Submittals Forms** (refer to page 4 & 5 of this Addendum No.1)

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The Information Statements due date has NOT been modified and Information Statements are due on Wednesday, February 4, 2015 and should be time stamped in no later than 2:00 P.M. EST and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

****All other pertinent information is to remain unchanged****

Revised Reference Form (per Addendum No.1)

Respondents are highly encouraged to provide a minimum of one (1) reference per existing entity using the below-referenced format. The City is interested in reviewing references that are able to attest to a Respondent's performance ability.

Name of Reference: _____

Point of Contact: _____

Phone: _____

Email: _____

Title of Project: _____

Term: _____

Please Note Successes and Lessons Learned from the implementation of this Program

From Respondent's Perspective: _____

[OPTIONAL Additional Information] From Referral's Perspective:

- **Please Note:** Examples of similar partnerships with other counties, cities or states are highly encouraged to be included within your Information Statements package to the City.

Revised Submittal Checklist (per Addendum No.1)

The following submittals shall be completed and submitted with each of the Informational Statements see table below "Submittal Check Sheet." Please verify that these submittals are in the envelope before it is sealed.

Submit one (1) Original signed and dated, and five (5) complete copies of the Original Information Statements including all required attachments.

In addition to the hard copy submissions, each Respondent shall submit two (2) digital versions of its RFI Submission in Adobe Portable Document Format ("PDF") on compact disk (CDs). CD One (1) version should be a duplicate of the hard copy of the Information Statements with no deviations in order or layout of the hard copy Statements. CD Two (2) version should be a redacted version of the hard copy RFI. Please refer to the Georgia Open Records Acts (O.C.G.A. § 50-18-72) for information not subject to public disclosure.

The City assumes no liability for differences in information contained in the Respondent's printed Information Statements and that contained on the CDs. In the event of a discrepancy, the City will rely upon the information contained in the Respondent's printed material (Hard Copy). Each CD should be labeled with the Project Number, Project Name, and the CD Number.

Item Number	Submittal Check Sheet	Check (✓)
1	Part I – Information Statements	
2	Part II – Additional Submittal Forms. Additional Submittals included but not limited to: <ul style="list-style-type: none">• Examples of similar partnerships with other counties, cities states are highly encouraged to be included within your Information Statements package to the City.	
3	Respondent's Official Company Name: _____ Company Physical Address: _____ _____	
4	President/Vice President/Owner Name: _____ Title: _____ Office Telephone Number: _____ Direct Cell Telephone Number: _____ Email Address: _____	
5	Primary Point-of-Contact Concerning RFI: _____ Title: _____ Office Telephone Number: _____ Direct Cell Telephone Number: _____ Email Address: _____	

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Acknowledgment of Addendum No. 1

Respondents must sign below and return this form with Information Statements to the Department of Procurement.

Respondents must sign below and return this form with Information Statements to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-7885, New Marketing and Partnership Opportunities Addendum No. 1** on this the _____ day of _____, 20__.

Legal Company Name of Respondent

Signature of Authorized Representative

Printed Name

Title

Date